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**JANUARY 18, 2002**  
**FOR IMMEDIATE RELEASE**

**OFFICE OF ADMINISTRATION  
RELEASES NEW STATE POLICIES ON  
VEHICLES, PHONES, TRAVEL, MEALS**

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**Jefferson City**—Four new statewide policies in fleet management, cell phone use, travel regulations, and food purchases for agency functions, have been developed which will provide state agencies with consistent standards and guidelines and result in increased accountability and savings to the state.

The Commissioner of Administration established four interagency task forces to review agency processes and procedures, determine best practices, and develop statewide policies to guide state agencies in administrative areas that were reviewed last year by the State Auditor's Office.

While these changes reflect good business practices that would be appropriate at any time, the new policy guidelines will be particularly helpful to state agencies in these difficult financial times.

The Commissioner of OA believes that most state agencies and employees have generally acted prudently and does not believe there is evidence of widespread abusive practices. For example, in state travel expenditures meal costs currently average less than \$10 per meal, which does not indicate an overall cost control problem.

Notable results of the new state policies include:

- The new fleet management policy includes standards for state vehicle assignment and use that should result in a reduction in the number of state vehicles required to conduct state business.
- Agencies will be required to track all state owned cell phones and audit the assigned plans quarterly. The Office of Administration has committed to assist agencies in their cell phone plan auditing, upon their request. Adjusting the plans periodically will result in savings to the state.
- The new travel regulations will save state agencies a significant amount of money – perhaps \$1.5 to \$2 million a year – by establishing a state contract for reduced airfares for state agencies and by eliminating reimbursement for noontime meals except when employees are in travel status twelve hours or more. It also provides that the Commissioner of Administration may authorize exceptions to the travel regulation so long as other IRS conditions are met.
- The statewide policy on agency food purchases allows meals to be provided at agency functions only when there is a substantial business reason for doing so and sets clear guidance on limitations of other food provided expenses.

OA will regularly monitor the implementation of these policies.